



# BUSINESS & PROFESSIONAL SERVICES

## Institute of Leadership & Management Team Leading Apprenticeship Level 3



THE BEST YOUNG BUSINESS PROFESSIONALS! GET INTO CAREER MODE

### The Benefits of an Apprenticeship

Apprenticeships offer great opportunities for people of all ages; an Apprenticeship is a job with training to industry standards, enabling you to enter a recognised occupation. All Apprenticeships are employer led, and as well as providing long term earnings, they also give you the ability to progress.

- You'll earn a wage as you're learning and are entitled to paid holidays
- You can earn 10% more after studying on a Level 3 Apprenticeship than if you went straight in to work
- 90% of apprentices remain in employment, either with their current employer or another company
- 85% of employers participate in Apprenticeship programmes and consider them a good thing
- You can train to post graduate level without incurring any university fees
- By passing an independent End Point Assessment, you will join thousands of people acquiring a modern and recognised qualification.

### Apprenticeship Overview

Management and leadership skills have a major impact on the development, productivity and performance of organisations of all sizes and across all sectors of the economy.

Many managers are innovative, creative, visionary and inspirational and are heavily relied upon to sustain the UK as one of the world's leading economies. In today's fast-moving competitive environment there is a need to continue to drive up the performance of the best and to address weaknesses in management and leadership that are holding back productivity and performance.

This Advanced Apprenticeship has been developed to support those working as First Line Managers, Section Managers, Assistant Managers, Trainee Managers, Senior Supervisors, Junior Non-Commissioned Officers (Armed Forces) and those working in a range of other management positions.

Managers play an integral role in supporting organisational objectives through a wide range of functions, such as: planning, allocating & monitoring

the work of a team, supporting team members, managing conflict, resolving problems, project management, agreeing budgets and managing customer service.

### What You'll Learn

- Managing personal & professional development
- Managing team performance
- Principles of leadership & management
- Principles of people management
- Principles of business

Plus a range of other management competences.

80% of your qualification will be gained in the workplace, although you may attend sessions in College that will cover the remaining essential areas of your training.

During your Apprenticeship, you will have a dedicated Work Based Tutor who will train you to industry standards; support your time in employment; and coach you to pass your End Point Assessment.



## Entry Requirements

Individual employers will set the selection criteria, but this might include GCSEs, a Level 2 Apprenticeship or other relevant qualifications; and relevant experience and/or an aptitude test with a focus on functional Maths.

## How will I be Assessed?

You'll be assessed throughout your learning programme by a mixture of workplace observations, portfolio building and self-assessment.

## Supporting Your Learning and Wellbeing

We have a range of dedicated support and wellbeing services including **FREE** travel, financial support, and impartial advice and guidance. Throughout your Apprenticeship, you'll also receive one-to-one support from your dedicated Work Based Tutor, helping you to achieve your ambitions.

## Future Opportunities

Alongside your studies, you'll have a unique opportunity to be part of the University of Bolton's EXCEED Programme.

This will give you a range of additional skills and experiences, and includes masterclasses; university visits; access to industry experts; and mentoring and support with your university application, perfect for that next step into Higher Education.

On successful completion of this Apprenticeship, you could progress onto full-time employment, professional job-specific qualifications, Higher Apprenticeships or a degree programme.

Following further study you could work as:

- A Business Development Manager, earning up to £60,000 per year
- A Business Project Manager, earning up to £70,000 per year
- A Management Consultant, earning up to £90,000 per year

## Why Choose Us?

We're an elite College, and part of the University of Bolton Group, offering you a gateway to all of Greater Manchester's vast range of fantastic opportunities for specialist careers, university degree courses and higher Apprenticeships. We have an excellent track record of success with apprentices not only passing, but acquiring distinction grades!

We'll reward your achievements with trips to The Anderton Outdoor Activity Centre and the opportunity to apply for the prestigious Duke of Edinburgh Award.

Our £75 million campus offers a refurbished fitness suite and sports hall; Apple Mac suites; libraries, a theatre and dance studios; hair and beauty salon; and a restaurant, café and canteen.

You'll also enjoy a wide range of events, including showcases, enterprise activities and cultural celebrations.

## Open Events

Open Events are the best way to discover what life as a Bolton College student is like, giving you an insight into College life.

Open Events at our Deane Road Campus are as follows:

- **Thursday 20th October 2022, 5pm-8pm**
- **Tuesday 15th November 2022, 5pm-8pm**
- **Wednesday 7th December 2022, 5pm-8pm**
- **Wednesday 8th February 2023, 5pm-8pm**

If you'd like to attend one of these events, register by visiting [www.boltoncollege.ac.uk/register-open-events](http://www.boltoncollege.ac.uk/register-open-events)

## How to Apply

Find this Apprenticeship on our website [www.boltoncollege.ac.uk](http://www.boltoncollege.ac.uk) then click the 'Apply' button to express your interest. You'll be asked to set up a Learner Hub account, so that you can track your application.

If you have any difficulties setting up your Learner Hub account, please email [learner.hub@boltoncc.ac.uk](mailto:learner.hub@boltoncc.ac.uk)

Disclaimer: Every care has been taken to ensure that the information contained within these course information sheets was accurate at the time of publishing. Bolton College is constantly evaluating its services to meet the needs of learners; therefore programmes/courses/Apprenticeships, resources and facilities may be subject to change without prior notice.